



**Office of Mayor A C Wharton, Jr.  
EVENT INFORMATION FORM**

**Requestor Instructions:** *To request an appearance by Mayor Wharton, please complete this form and return it to [mina.becton@memphistn.gov](mailto:mina.becton@memphistn.gov). Submission of form does not guarantee acceptance of invitation or participation. Please allow 2 weeks for confirmation.*

**REQUESTOR:**

**ORGANIZATION:**

**EVENT:**

**EVENT PURPOSE:**

**EVENT DATE:**

**EVENT LOCATION:**  
*(ADDRESS, ROOM/SUITE, ETC.)*

**CONTACT AT EVENT:**  
*(INCLUDE MOBILE PHONE NUMBER)*

**START TIME:**

**END TIME:**

**ACTUAL SPEAK TIME:**

**MAYOR'S DUTIES:**

**IS EVENT OPEN TO THE PUBLIC?**  
**IS EVENT OPEN TO THE MEDIA?**

**YES** \_\_\_\_\_  
**YES** \_\_\_\_\_

**NO** \_\_\_\_\_  
**NO** \_\_\_\_\_

**PARKING INSTRUCTIONS:**

**SEATING:**

**HEADTABLE:**

**LECTURE:**  
**EQUIPMENT REQUIRED:**

**AUDIO:**

**ATTIRE:**

**ANTICIPATED ATTENDANCE:**

**KNOWN ELECTED OFFICIALS OR DIGNITARIES ATTENDING:**

**PROGRAM/AGENDA:**

***PLEASE DO NOT INCLUDE MAYOR WHARTON'S ON ANY PUBLICITY, PROGRAM, ETC.  
UNTIL YOU HAVE RECEIVED WRITTEN CONFIRMATION OF HIS ATTENDANCE.***